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Executive Registry
4.8827

16 November 1953

MEMORANDUM FOR: Acting Personnel Director

SUBJECT:

Manner of Referrals to Office of Inspector General

- 1. There have been several instances within past months where representatives of the Office of Personnel have advised employee-complaintants to proceed directly to the Office of Inspector General and state their case. Such a procedure is not deemed to be in the best interests of the employee, the Agency, or this Office.
- 2. The staff of this Office is extremely limited in numbers, and there is little alternative but to conduct business on an "appointment" basis. Additionally, if an employee has contacted the Office of Personnel to state a complaint or discuss a personal matter and is then referred to the Inspector General, I would prefer to receive prior notification from the Office of Personnel as to the nature of the complaint and the attitude and advice of the Office of Personnel before having the employee interviewed by a member of this Office.
- 3. I would, therefore, appreciate your establishing a procedure which would emcompass the following points:
  - e. If in the opinion of the interviewing officer of Personnel, the employee should personally state his case to the Inspector General's Office, the employee be advised to telephone extension \_\_\_\_, and state that he (or she) has been advised by the Office of Personnel to seek an appointment with the Inspector General's Office.
  - b. The interviewing officer of Personnel take immediate action to prepare and transmit to the Inspector General's Office a memorandum stating the facts of the matter, the results of any investigation undertaken by Personnel, and the point-of-view of the interviewing officer on the issue at hand.
  - c. Attach to the memorandum the official personnel file.

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4. Your implementing action on this proposed procedure at an early date will be appreciated.

LYMAN B. KIRKPATRICK Inspector General

cc: ADD/A

NOTE FOR THE RECORD:

27 November 1953

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Talked to	on this and instructions to his people generally are
	that individuals may be advised of their rights to an inter-
	Inspector General but they are not normally to be referred
	is having an internal Personnel Office memo prepared
on this subjec	ct and will forward a copy for information.

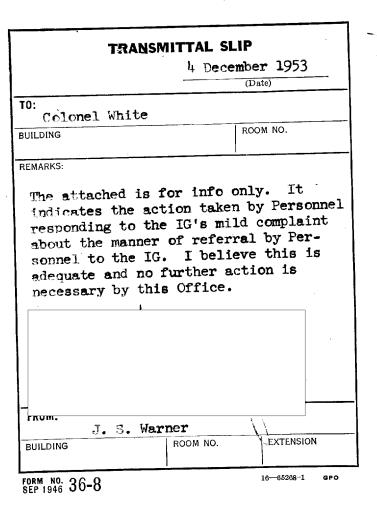
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